NEW PROGRAM PROPOSAL: *ACTION*
AAT IN MEDICAL OFFICE TECHNOLOGY   Agenda Item D-1-d
MAYO TECHNICAL COLLEGE   January 24, 2000

Recommendation:

That the Associate of Applied Technology program in Medical Office Technology proposed by Mayo Technical College be provisionally approved and registered in CIP 52.0404 (Medical Administrative Assistant/Secretary).

Rationale:

- The proposed associate degree program provides training for individuals interested in working as medical office personnel. The objectives of the program are consistent with the mission of the institution.

- An advisory committee, the health care industry, and current students indicate strong support for the program. Employment opportunities exist in six hospitals, the Mountain Comprehensive Care Centers, and other health facilities in counties surrounding Paintsville. Jobs in this occupational area are projected to increase by more than 35 percent by 2005.

- The proposed program meets curricular standards established by the Council on Occupational Education. The program includes: 16 credit hours in general education, 32 credit hours in a medical office technology block, and 16 credit hours in one of five options: administrative, insurance coding, medical records, software applications, or transcription. The general education component may be completed at Mayo Technical College, Prestonsburg Community College, other regionally accredited colleges and universities, or the Kentucky Commonwealth Virtual University.

- Mayo Technical College already offers the diploma program in Medical Office Technology. The faculty meets the requirements of the Council on Occupational Education. Current classrooms, laboratories, and library facilities and services are adequate to support the program. Financial resources necessary to program success are already allocated to the diploma program or available through internal reallocation.

- The program is recommended for provisional approval contingent upon satisfactory results of a site visit to be conducted by the Council on Occupational Education within 90 days after the program begins. The on-site visit will validate whether the technical college has the institutional capacity to offer the degree-level program as described in the program proposal.

An executive summary submitted by Mayo Technical College through the KCTCS is attached to this agenda item.

Staff Preparation by Charles Wade

Mayo Technical College
Kentucky Community and Technical College System
Proposal for Initiation of a New Degree Program
Associate in Applied Technology in Medical Office Technology

Executive Summary

I. Mission, Influence, Organization

As established by the Kentucky General Assembly and the Kentucky Community and Technical College System (KCTCS), one of the primary functions of Mayo Technical College (MTC) is "to provide education and technical training in order to develop a skilled and versatile workforce."

The Associate of Applied Technology (AAT) degree program in Medical Office Technology is needed to support new and existing medical facilities/employers in the College's service area and in the highly competitive global marketplace. The proposed degree program also supports the College's goals to develop partnerships that lead toward a comprehensive workforce preparation system, to respond to the training needs of business and industry, and to enhance and expand student options that lead to success in the workforce.

KRS 164.580 (7) provides that: "The Technical Institutions' Branch through its faculty and accrediting procedures may develop technical degree programs that shall be considered for approval by the Board of Regents. . . ." The KCTCS Board of Regents approved the concept of an Associate of Applied Technology degree in September 1998, specifying that such degree programs must require completion of a minimum of 45 semester credit hours of technical courses and 15 semester credit hours of general education courses. The general education component may include general education courses that will transfer to baccalaureate-level institutions or non-transferable general education courses.

The proposed Associate of Applied Technology degree program in Medical Office Technology is designed to meet specific workforce needs for medical office personnel in the five counties served by the College--Johnson, Floyd, Pike, Martin, and Magoffin counties.

II. Program Description

The AAT degree program in Medical Office Technology will prepare students in five options--administrative, medical insurance, medical records, medical transcription, and software applications. The program includes 32 semester credit hours in technical courses that focus on the use of computers, records management, medical terminology, medical insurance, medical machine transcription, and medical office systems. The program also requires that students earn 16 credit hours in one of the five option areas--administrative, medical insurance, medical records, medical transcription, or software applications. For the general education component, students may select 15 semester credit hours of non-transferable general education courses or 15 semester credit hours of transferable general

education courses. Students choosing the transferable general education option will earn their general education course credits at Prestonsburg Community College, through the Commonwealth Virtual University, or at another regionally accredited college or university. These general education courses may be transferred to a Kentucky college or university and applied toward a baccalaureate degree program.

III. Supportive Data

Representatives of the health care industry in Mayo Technical College's service area have expressed the need for a skilled workforce that can meet the needs of highly technical and efficient medical offices. Based on statistics provided by the Workforce Development Cabinet, the medical secretary occupation is experiencing a 38.9% job growth, and this trend is expected to continue into 2005. It is critical that the College respond to the needs of the local employers with this proposed program.

The Mayo Technical College's Business Technology Program Advisory Committee, the health care industry, and current students have indicated through need assessment surveys, letters of support, and verbal commitments, strong support for the proposed program in Medical Office Technology.

IV. Resources

The up-to-date classroom and laboratory facilities meet the requirements of the proposed program, and no renovations or structural changes are needed. The College's bookstore can ensure that the needed books, supplies, and other ancillaries are available for students. Available library services are adequate.

The faculty presently employed at Mayo Technical College meet the requirements of the College's accrediting agency, the Council on Occupational Education.

The Medical Office Technology diploma program currently exists at Mayo Technical College and the College does not anticipate the need for any additional funding for the AAT degree program.

Conclusion

The approval of the AAT degree program in Medical Office Technology will provide another valuable educational option for the businesses, industries, and students in the Mayo Technical College service area. Employment opportunities are strong in this area as evidenced by the location of six hospitals, the Mountain Comprehensive Care Centers, and other health facilities. Approval of this proposal can greatly expedite the College's efforts to develop a highly trained, educated pool of medical office personnel available for immediate employment.